



# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90802 • (562) 570-3700 • FAX (562) 570-3704 • TTY (562) 570-4629

## **Community Development Specialist IV – (Unclassified) Workforce Development Bureau (\$24.122 – \$32.786 per hour)**

The Workforce Development Bureau has an opening for a Community Development Specialist IV. This position is responsible for coordinating activities that ensure workforce development program compliance under federal, state and local contract guidelines. This position reports to the Bureau's Operations Officer and provides guidance to Adult Employment, Youth Opportunity Employer Workforce Development programs, and the Greater Long Beach Workforce Development Board.

### **EXAMPLES OF DUTIES:**

- Oversight and monitoring of all Bureau programs and subrecipients ensuring compliance with federal, state and local grant guidelines;
- Provides technical assistance and training for subcontractors, ensuring compliance and quality delivery of contracts and workforce development initiatives/programs;
- Develops and implements the Bureau's annual program and fiscal monitoring schedule for all WIA formula, special projects, and related contractors;
- Assists with external monitoring - State of California Compliance Review Division, U.S. Department of Labor, and County of Los Angeles;
- Prepares and delivers comprehensive written and oral monitoring report outcomes to Bureau management and program supervisors;
- Conducts monthly budget and performance analyses and provides written reports/recommendations to Bureau management and program supervisors;
- Assists with determining budget and staffing allocations utilizing fiscally responsible procedures;
- Updates and maintains current monitoring guides and procedures in compliance with federal, state, local requirements;
- Assists with identifying quality improvement opportunities and coordinating cross-functional teams to continuously improve process and overall service delivery;
- Assists with grant writing and other resource development opportunities to enhance funding and service delivery capacity;
- Assists in the implementation of Workforce Development programs and initiatives ensuring integration and Bureau-wide system alignment;
- Performs other related duties as required.

### **MINIMUM REQUIREMENTS:**

- Bachelor's Degree in Business, Public Administration or a closely related field, from an accredited college/university and three years of progressively responsible experience in WIA and related workforce development programs.

### **DESIRABLE QUALIFICATIONS:**

- Master's Degree in Public Administration or a closely related field is highly desirable and may be substituted for up to one year of the required experience.
- Excellent analytical, written and verbal communication skills

### **APPLICATION PROCESS:**

Interested applicants are requested to submit a resume. Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Resumes must be submitted no later than **4:30 p.m., Monday, March 5, 2007**, to:

**City of Long Beach  
Department of Community Development  
333 W. Ocean Blvd., Third Floor  
Long Beach, CA 90802  
ATTN: Workforce Outreach Specialist (CD Specialist IV)**

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Georgette Wittman 48-hours prior to the interview at (562) 570-5799.